

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT COUNTY ATTORNEY: LITIGATION SUPERVISOR	Date: Feb. 5, 2003
Position Level: 13	FLSA Status: Exempt
Class Code: 13-11	

GENERAL DESCRIPTION

Primary function is to provide legal advice to/and represent County departments and divisions of the government.

KEY RESPONSIBILITIES

SEE ATTACHED ADDENDUM

* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: ASSISTANT COUNTY ATTORNEY: LITIGATION SUPERVISOR	Class Code: 1009	Position Level: 13
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Law Degree or equivalent doctoral degree required.
<i>Experience:</i>	Over five (5) years as prosecutor or other governmental lawyer.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems. The position requires the ability to develop specialized knowledge in diverse areas of law.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, assess changing facts or conditions. Position requires ability to think, act, and react quickly due to the fluid nature of litigation.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Minimum of five years consecutive active membership in, and maintain membership in good standing with, The Florida Bar.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

ADDENDUM

Position Title: ASSISTANT COUNTY ATTORNEY: LITIGATION SUPERVISOR Department: County Attorney	Class Code: 1009	Position Level: 13
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Primary function is to provide legal advice to and represent BOCC, department heads, personnel and advisory agencies.

ADDITIONAL KEY RESPONSIBILITIES

1. *Counsel Code Enforcement Director and staff on a daily basis; represent County at monthly Code Enforcement hearings; litigate the foreclosure of code enforcement liens; litigate code enforcement appeals; provide periodic training to code enforcement staff on legal issues; develop and draft amendments to Code Enforcement ordinances.
2. *Litigate primarily in the areas of Code Enforcement and civil/commercial law, and secondly in civil aspects of criminal proceedings including a) bail bond forfeitures and remissions; b) compensation for court appointed counsel; c) expenditure of public funds for litigation costs for court appointed counsel.
3. Advise Growth Management Division Administration and personnel, and as directed by County Attorney, Commissioners, and County Administrator.
4. Supervise outside litigation counsel representing the County.
5. Develop and teach seminar for members of the Bar and court personnel on bail bonds.
6. Develop and teach seminar for members of the Bar on court appointed compensation.
7. Advise animal control contractors on enforcement procedures and law.
8. Instruct office staff members on use of computer assisted legal research.
9. Assist with development of office website.
10. Represent County at miscellaneous administrative hearings.
11. Advise BOCC on effects of Article V reforms.
12. Attend Value Adjustment Board hearings as needed.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

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Name: _____ Signature: _____ Date: _____

